CARTES
SECURE CONNEXIONS
ASIA

THE LARGEST ASIA PACIFIC EVENT FOR
PAYMENT, IDENTIFICATION AND MOBILITY

CARTES SECURE CONNEXIONS ASIA 2015

18-19 MARCH 2015

Hong Kong Convention and Exhibition Centre

Exhibitor Manual & Technical Guide

PREFACE

Dear Exhibitor,

Welcome to **CARTES SECURE CONNEXIONS ASIA 2015** Exhibitor Manual and Technical Guide.

This manual covers all the services that you need to participate successfully in the Exhibition. It provides you with all the necessary information and Exhibition Services and Order Forms to ensure a smooth and trouble-free run up to CARTES SECURE CONNEXIONS ASIA 2015.

Please spend some time to read the information carefully. In particular, please note the deadlines for submission of information. It is important that all orders are submitted promptly, as the execution of last minute orders cannot be guaranteed and will be subjected to a late order surcharge.

To assist you with your planning, a checklist of actions can be found in the Exhibition Services Checklist.

This manual is designed to be user-friendly. If you have any questions or require clarification on any of the services offered, please do not hesitate to contact a member of the Organiser's Event Services Team.

We wish you every success at CARTES SECURE CONNEXIONS ASIA 2015.

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Venue Information

CARTES SECURE CONNEXIONS ASIA 2015 will be held at:

Hall 5FG, **Hong Kong Convention and Exhibition Centre (HKCEC)**
1 Expo Drive, Wanchai, Hong Kong

Getting to Hong Kong Convention and Exhibition Centre

Hong Kong has a highly developed transportation system. Public transport including Mass Transit Railway (MTR), buses and ferries handle over 10 million passenger trips each day with affordable fares. The Octopus card, a stored value smart card payment system, can be used to pay for fares on almost all railways, buses and ferries, and also for parking and purchases at convenience stores, supermarkets, and fast-food restaurants.

Visitors arriving at Hong Kong International Airport can travel to Hong Kong Station for HKD100 via a 23-minute ride on the Airport Express. From there, you have the following options to get to HKCEC:

a. Take the complimentary shuttle bus to HKCEC.
b. Walk to Central Station and take the MTR to Wanchai Station. And then it will be a 10-minute walk to HKCEC.
c. Take a taxi from the taxi stand at Hong Kong Station exit.

By train: Mass Transit Railway (MTR)

The closest MTR station to HKCEC is the Wanchai station. HKCEC is connected to Wanchai via a series of overhead pedestrian bridges and it is typically a 10-minute walking distance between Wanchai station (Exit A5) and HKCEC.

Single journey ticket can be purchased at the ticket issuing machines at any MTR stations. Alternatively, you may purchase an Octopus Card from the MTR Customer Service Centre. This is a stored value smart card payment system that allows to pay for fares on MTR, Airport Express, buses and ferries. You would even be able to make purchases at certain convenience stores, fast food restaurants, supermarkets, vending machines, etc.

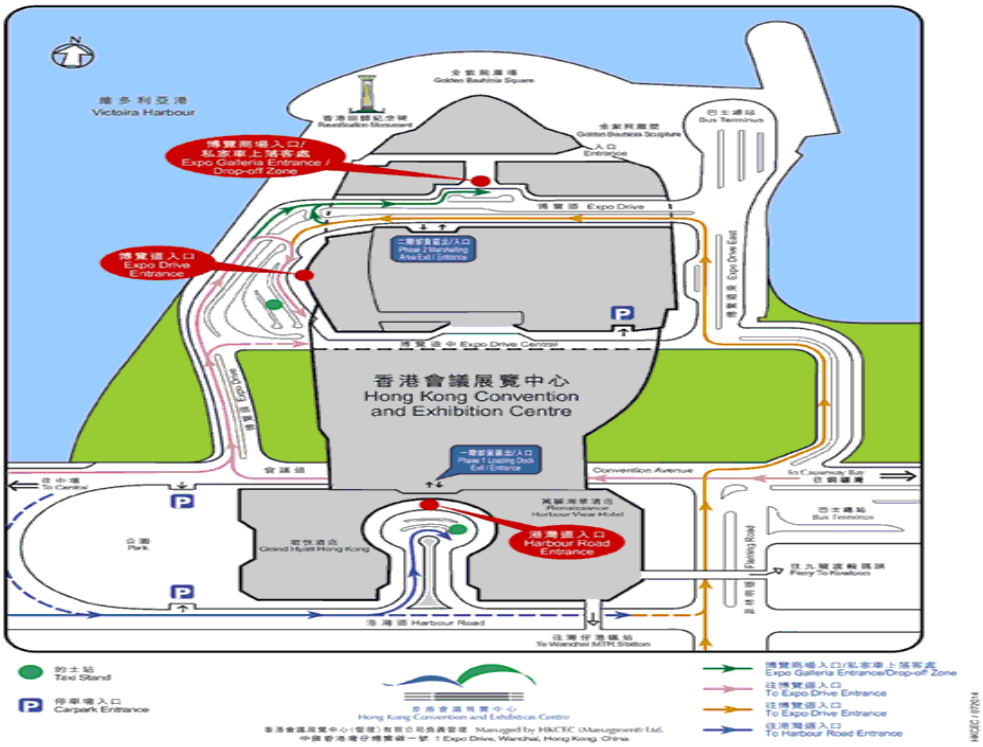
By taxi

HKCEC is served by urban taxi (red) only. A taxi stand is located at Harbour Road entrance to pick up or drop off passengers.

By private car

Car parking is available at two underground car parks located at Harbour Road and Expo Drive Central.

香港會議展覽中心
Hong Kong Convention and Exhibition Centre
主要入口示意圖
Main Entrance Locations



Visa and Entry Requirement

Nationals of about 170 countries and territories may visit Hong Kong without a visa/entry permit for a period ranging from 7 days to 180 days. For more information on visa/entry permit requirements for visitors to the HKSAR, you may refer to the Hong Kong Immigration Department's website below:

www.immd.gov.hk/en/services/hk-visas/index.html

In general, all visitors to Hong Kong must have a passport that is valid for at least one month after the period of their intended stay. Please do ensure that you have the appropriate validity period in your passport. Persons may be refused entry if their passport validity period is insufficient.

Accommodation

CARTES SECURE CONNEXIONS ASIA has partnered with several hotels close to HKCEC and have obtained preferential rates for all exhibitors, guests, visitors and conference attendees.

Grand Hyatt Hong Kong
1 Harbour Road, Wanchai, Hong Kong
Tel: +852 2588 1234
Fax: +852 2802 0677

Renaissance Hong Kong Harbour View
1 Harbour Road, Wanchai, Hong Kong
Tel: +852 2802 8888

The Harbourview
4 Harbour Road, Wanchai, Hong Kong
Tel: +852 2802 0111
Fax: +852 2802 9063

Novotel Century Hong Kong
238 Jaffe Road, Wanchai, Hong Kong
Tel: +852 2598 8888
Fax: +852 2598 8866

Empire Hotel Wanchai
33 Hennessy Road, Wanchai, Hong Kong
Tel: +852 3692 2111
Fax: +852 3692 2100

For hotel booking forms and information on reservations please contact:

Farik Hussain
Project Manager
CARTES SECURE CONNEXIONS ASIA 2015
Tel: +65 6392 5328
Email: farikhussain@globalsecasia.com

Air Travel

We are also pleased to inform that Cathay Pacific is our Official Carrier for CARTES SECURE CONNEXIONS ASIA 2015.

All participants of the show travelling inbound into Hong Kong are able to take advantage of special fares from Cathay Pacific with a dedicated MICE Event Code.

Please visit http://eventsoffer.cathaypacific.com and quote the MICE Event Code "**MICE847**" to avail the special fare.

CARTES SECURE CONNEXIONS ASIA 2015 Dates and Schedule

Exhibition Dates and Schedule

Wednesday, 18 March 2015	9:30 am – 6:00 pm
Thursday, 19 March 2015	9:30 am – 5:00 pm

Electrical supply operational hours	18 March 2015: 8:30 am to 6:00 pm
	19 March 2015: 8:30 am to 5:00 pm

Conference Dates and Schedule

Wednesday, 18 March 2015	10:00 am – 5:00 pm
Thursday, 19 March 2015	10:00 am – 4:30 pm

The conference programme is available on the show's website
www.cartes-asia.com

Move-in and set up period

Monday 16 March 2015	Exhibitors who have booked bare space will be able to conduct their booth build-up and set-up between 1200hrs till 2359hrs.
Tuesday 17 March 2015	All exhibitors will be able to conduct their set-up between 0800hrs till 2359hrs.

Please note that works done beyond the allowable period shall be subjected to additional charges by HKCEC.

Move-out and dismantling period

Thursday 19 March 2015 Between 17:30hrs and 23:00hrs

For the safety and consideration of all visitors at the show, please ensure that you conduct your dismantling only after 17:30hrs.

Admission

- Exhibitors

Exhibitors will get access to the Exhibition Hall one hour before the show starts to check and service their stands during exhibition days. Approval is required to be obtained from the Organiser if exhibitors wish to access their stands beyond these hours.

- Visitors

Only visitors involved in the industry will be allowed entry. Admission of visitors is at the sole discretion of the Organiser.

- Contractors

All contractors (stand-fitting, interior decorating, etc) other than the appointed official contractors are required to sign a performance bond guaranteeing their observance of regulations laid down by the Organiser before Contractor's Passes are issued for carrying out the construction/dismantling work during the build-up/tear-down period.

Where a contractor has valid reason to be present during the show period (e.g. maintenance or remedial works), a small number of special passes will be issued by application in writing to the Organiser.

Exhibition Booths

Bare/Raw Space

Equipment included

- Ground marking to indicate your exhibition area

- Your stand location will need to be confirmed by our Sales Department. Once it is confirmed you may proceed to make orders using the forms available online. Should you require any of the services, please ensure to complete the appropriate form and send it the contact person mentioned in the form.
    - Forms 2 ~ 6 are to be sent to the official contractor, Uniplan Hong Kong Ltd. Completed forms can be sent to tammy.tam@uniplan.com.hk.
    - Form 7 is to be sent to HKCEC. Completed forms can be sent to sampsonchu@hkcec.com
    - Form 8 is to be sent to the official manpower provider, Adecco. Completed forms can be sent to wendy.fee@adecco.com.hk.
    - Form 9 is to be sent to the official freight forwarder, APT Showfreight Limited. Completed forms can be sent to jenny.yau@aptshowfreight.com.

IMPORTANT: Booth design submission for approval

Exhibitors with bare space are reminded to submit their booth design drawings for approval to farikhussain@globalsecasia.com by **13 February 2015**.

This is to ensure conformity to assigned space and prevent possible disputes with the venue operator and your neighbouring exhibitor.

The detailed drawings shall include front view, plan view, side elevation and if applicable section plan and 3D illustrations. The drawings can be in either jpg or pdf formats. Please ensure that the total email attachment size is not more than 5Mb.

IMPORTANT: Contractor Performance Bond

Exhibitors with raw/bare space using non-official contractors to construct their booths, are required to lodge a deposit which shall serve as a performance bond as well as coverage for damages. This deposit shall be refunded after deduction for services and damages, if any.

For information and submission of the performance bond, please use form 6 for this purpose.

Stand Packages / Shell Scheme

	Shell Scheme Stand Packages					
	9 sqm	**12 sqm**	**15 sqm**	**18 sqm**	**24 sqm**	**30 sqm**
Shell system						
Fascia board	✓	✓	✓	✓	✓	✓
Maxima exhibition system panel (white wall panels)	✓	✓	✓	✓	✓	✓
Furniture						
Carpet	✓	✓	✓	✓	✓	✓
Square Table	✓	✓	✓	✓	✓	✓
Chairs (3 nos)	✓	✓	✓	✓	✓	✓
Literature rack	✓	✓	✓	✓	✓	✓
Information counter	×	×	×	✓	✓	✓
Bar stool	×	×	×	×	✓	✓
Lockable system cabinet (1m x 2m x 2.5mH)	×	×	×	×	✓	✓
Electrical						
23W ES longarm spotlight	3 nos	4 nos	5 nos	6 nos	8 nos	10 nos
220V (±6%) 13Amp 1-phase 500W power socket (1 nos)	✓	✓	✓	✓	✓	✓
Others						
Wastepaper basket	✓	✓	✓	✓	✓	✓
Potted plant	✓	✓	✓	✓	✓	✓

- Your stand location will need to be confirmed by our Sales Department. Once it is confirmed you may proceed to make orders using the forms available online. Should you require any of the services, please ensure to complete the appropriate form and send it the contact person mentioned in the form.
    - Forms 1 ~ 5 are to be sent to the official contractor, Uniplan Hong Kong Ltd. Completed forms can be sent to tammy.tam@uniplan.com.hk
    - Form 7 is to be sent to HKCEC. Completed forms can be sent to sampsonchu@hkcec.com
    - Form 8 is to be sent to the official manpower provider, Adecco. Completed forms can be sent to wendy.fee@adecco.com.hk.
    - Form 9 is to be sent to the official freight forwarder, APT Showfreight Limited. Completed forms can be sent to jenny.yau@aptshowfreight.com.

Exhibition Hall

Exhibition Venue
Hall 5FG
Hong Kong Convention and Exhibition Centre (HKCEC)
1 Expo Drive, Wanchai, Hong Kong
(Please use Harbour Road Entrance)

Ceiling Height
8.25 meters (27 feet)

Floor Loading
1700 kg / sqm (350lb / sqft)

As ceiling rigging points are limited in the exhibition area, suspension of stand or light fittings from the ceiling of the exhibition venue will not be permitted unless prior approval in writing is obtained from the Organiser.

Stand Building Height Restrictions

Shell scheme booths
- Stand decoration, stand fittings or exhibits should NOT exceed 2.5 metres in height and NOT extend beyond the boundaries of the booth.

Custom-built booths on 'raw space'
- Stand decoration, signage, stand fittings or exhibits/displays should NOT exceed 5 meters, and NOT extend beyond the boundaries of the booth. This includes company names and advertising material provided by the Exhibitor.
- Signage, exhibit/display towers and light stand/fixtures above 2.5m in height has to be placed at least 1.0m away from booth boundary.
- Walls or partition structures above 2.5m has to be placed at least 1.0m away from booth boundary.
- Raised floor platforms are not permitted.

Please submit booth layout plan, with dimensions no later than 13 February 2015 for approval by the Organiser.

A working platform should be used during the setup and dismantling of the exhibition booth when the height is over 2 meters.

*All construction or installation that exceeds 3 meters in height is required to be approved and surveyed for structural safety by a **Registered Structural Engineer (RSE)**. A safety Certificate issued by him/her must be submitted to Official Contractor before the exhibition opens to the public. All structures must be properly braced and supported to ensure stability and rigidity. Any construction or installation that is ***4.5 meters or above*** in height shall also require an RSE with structural justification. For contact of Registered Structural Engineer or Authorized Persons, please refer to http://www.bd.gov.hk/english/inform/index_ap.html

Lift Capacity and Maximum Weight

Freight Lift: (W) 2.44m x (D) 4.17m x (H) 2.92m; 7,000 kg / 15,400 lbs
Container Lift: (W) 4.5m x (D) 16.08m x (H) 4.5m; 45,000 kg / 99,000 lbs

Construction Industry Safety Training Certificate ("Green Card")
Labour Department, Hong Kong Exhibition and Convention Industry Association (HKECIA), Hong Kong Convention and Exhibition Centre (HKCEC) and AsiaWorld-Expo (AW-E) have concurrently agreed to endorse the Contractor Green Card System. Effective from 1 January 2010, contractors entering HKCEC for construction works are required to obtain the Construction Industry Safety Training Certificate ("Green Card").

The Green Card System will only apply to booth builders: worker who enters the exhibition centre for any kind of construction work (e.g. assembling/dismantling of booth, showcase, furniture,

electricity work, etc.). The main objective is to ensure that mandatory basic safety training has been provided to contractors working at the fairground.

Since 1 June 2010, all booth builders must acquire "Green Card" qualifications and have it properly displayed when working at HKCEC. HKCEC's security personnel reserve the right to refuse entry for those who fail to provide valid credentials.

Wristband Policy:
Under the wristband policy, workers engaging in booths erection and dismantling during move in / move out of exhibition are require to present the green card at the entrance of hall. Also, they are required to redeem a wristband at "Wristband Redemption Counter" by presenting their green card to HKCEC staff on a daily basis. Then, the workers are only required to present the wristband worn on their wrist to the security guards at the entrance to gain access into the hall. Workers who fail to present the wristband to the security guard at the entrance or who do not have a valid wristband in the hall will not be allowed to perform the building and dismantling work.

"The Wristband Redemption Counter" will be set up close to the key entrance of the venue to provide convenience for the redemption process. Advance notification of the exact location of the counter will be given.

Electricity, Water and Compressed Air

Electricity

Supply voltage:
- Single-phase 220V (±6%)
- Three-phase 380V

Exhibitors who require different voltages, frequency or special connections can seek advice and order from our Official Stand Contractor, Uniplan Hong Kong Ltd. Please use Form 3 and indicate which electrical you might require for your booth.

All electrical installations must comply with the local Government regulations.

Requirements for the following items can be availed by special order.

- Special Lighting and Electrics
- Water and Drainage
- Compressed Air
- Special Visual Equipment
- Computers

Electricity supply will be switched off daily at the end of the show, except for exhibitors that had pre-ordered a 24-hour supply from the Official Stand Contractor. For operational safety reasons, only the Official Stand Contractor is permitted to carry out electrical mains, water and compressed air installation works.

Internet / Telephony

Wi-Fi connection is provided complimentary by HKCEC.

Exhibitors requiring telephone / fax / data lines can make their request through the Official Stand Contractor. Please use Form 3 to make this order.

Operation of Stand/Booth

All exhibitors are to ensure that their stands are fully staffed and operational throughout the show period. Exhibitors must not participate in any activity which cause, or is likely to cause, annoyance to visitors and/or other exhibitors.

All activities of the exhibitor and its staff must be confined to the stand or site allocated. No advertising or canvassing for business may take place elsewhere in the exhibition hall. This includes distribution of leaflets, brochures, journals, etc.

Working Exhibits and Demonstrations

Safety First

The following measures must be strictly observed to avoid damage or injury failing which, the Organiser reserves the right to terminate the operation and demonstration of the working exhibits:

- Inform the Organiser in writing of any working machinery to be exhibited, and a brief description of its operations and demonstration.
- Provide strict safety conditions for the operation and demonstration of the working exhibits in accordance to international safety standards.
- Working exhibits must be fully manned and attended to at all times while in operation.
- Any sound generated by the working exhibits must not cause annoyance or interference to visitors and other exhibitors.
- Fumes, exhaust gas and other airborne irritants generated by the working exhibits must be piped and discharged through the hall's air filtration and exhaust system. This must be arranged through the Official Stand Contractor. A quotation will be provided upon application.
- The disposal / drainage of acids, petroleum products, chemicals, oils, lubricants and any other environment polluting substances must be in compliance to the guidelines set forth by Hong Kong Environmental Protection Department. The disposal must arranged through the Official Stand Contractor. A quotation will be provided upon application.
- Laser, X-ray and any smoke of fire emitting exhibits / equipment will only be allowed with the approval of the respective local authorities, HKCEC and the Organiser.
- Hazardous / dangerous / offensive / poisonous / radio-active substances in all forms (gases, liquids and/or solids) are strictly prohibited.
- Exhibitors should only display or demonstrate exhibits which they own, manufacture or have dealership in. Otherwise, proof should be shown that they have been given the rights to display or demonstrate the said exhibits.
- In the event of any dispute among exhibitors, the Organiser reserves the right to arbitrate.

Fire Safety Precaution

Please observe the following fire safety precautions:

- Fire, sparks, welding works and flammable / explosive materials are prohibited in the venue.
- Exhibitors displaying exhibits which require chemical / foam / CO2 fire extinguishers must provide such equipment in their booth, at their own expense.
- Aisle and exhibition hall perimeter must not be used as storage.
- Emergency exits and access to fire-fighting equipment must not be obstructed.
- Smoking is prohibited in all areas of HKCEC.

Dilapidation

Exhibitors will be made responsible for the costs of replacement, making good or repair to any damage or dilapidation to the exhibition premises, caused by themselves, their agents, contractors or persons employed or engaged on their behalf by such agents or contractors.

General Services

Our team will be present throughout during the setup days and actual show from 16 to 19 March 2015. Please feel free to approach us if you have queries pertaining to your exhibition area.

General Exhibition Security

The Organiser will provide general perimeter security of the exhibition hall. However, please be aware that exhibitors will be fully responsible for providing specific security for valuable items and exhibits within your exhibition space. If such security is not put in place, the Organiser shall not be held accountable for items reported damages, lost, misplaced or stolen due to whatever circumstances.

Cleaning services

General cleaning will be conducted at your area and consisting of cleaning of aisle floor and surfaces and refuse disposal. This service is carried out once a day at the end of each day.

All exhibitors are responsible for the cleaning of their own stands, exhibits and displays.

Food & Beverage and Catering

Self-prepared meals or food and beverage items purchased from outside HKCEC are not permitted to be brought into the hall. HKCEC caters to food and beverage requirements and can deliver to your booth. If you have F&B requirements please contact Mr. Matt Chung for menu list and quotation at email: mattchung@hkcec.com

The Conference Restaurant in the exhibition hall provides lunch for conference attendee. You will need the appropriate conference badge to gain access to the restaurant.

HKCEC also recommends several F&B outlets located within HKCEC for your refreshment needs.

Congress Plus

Commanding one of the city's premier locations with picturesque views across Victoria Harbour, Congress Plus features daily lunch and dinner buffet extravaganzas offering gourmet lovers a premier dining experience at exceptional value.

http://www.hkcec.com/catering-and-dining/dining/congress-plus

Golden Bauhinia Cantonese Restaurant

Recommended by the Hong Kong Michelin Guide, Golden Bauhinia Cantonese Restaurant's celebrated authentic Cantonese menu showcases the natural flavours of quality ingredients. The rave reviews won by the cuisine are matched by the elegant décor and tranquil harbour view.

http://www.hkcec.com/catering-and-dining/dining/golden-bauhinia-cantonese-restaurant

Harbour Kitchen

Harbour Kitchen serves quality local food on its affordable price. Its feature dishes include barbecued pork with rice and award-winning pineapple buns. (Payment can be made in cash (HK dollars) or by Octopus Card and no service charge)

http://www.hkcec.com/catering-and-dining/dining/harbour-kitchen

Harbour Road Café

Harbour Road Café refreshes your day with the Italian Lavazza coffee and homemade light bites in a cozy environment.

http://www.hkcec.com/catering-and-dining/dining/harbour-road-caf%C3%A9

New Shanghai

The restaurant embraces the modern décor inspiration with authentic Shanghainese cuisines, including signature noodles and dumplings prepared in traditional methods.

http://www.hkcec.com/catering-and-dining/dining/new-shanghai

Port Café

Port Cafe is open during major exhibitions. You can enjoy a cosmopolitan buffet against the backdrop of Hong Kong's celebrated skyline. The restaurant is also a perfect venue for private events.

http://www.hkcec.com/catering-and-dining/dining/port-caf%C3%A9

Traders

Traders offers authentic Italian and Asian delicacies. The restaurant is open during mega exhibitions and is also an ideal venue for private events.

http://www.hkcec.com/catering-and-dining/dining/traders

Official Contractors and Suppliers

Official stand contractor

Uniplan Hong Kong Limited has been appointed as the official contractor. As contractor, Uniplan provides complete rental services which include systems, lightings and furniture sets. Should you require to hire any additional item that you might need for your stand, feel free to contact Uniplan below.

Uniplan Hong Kong Limited
16F, Guardian House, No. 32 Oi Kwan Road
Wanchai, Hong Kong
Tel: +852 2757-9628
Fax: +852 2757-9019
Email: tammy.tam@uniplan.com.hk

Manpower Requirements

Adecco Personnel Ltd is appointed as the contractor for support staff. Should you require professional interpreters or staff to assist you in manning your booth, please feel free to contact Adecco below:

Adecco Personnel Ltd
12/F Fortis Tower, 77-79 Gloucester Road
Wanchai, Hong Kong
Tel: +852 2895 2616
Fax: +852 3421 2970
Email: wendy.fee@adecco.com

Security staff is exclusively supplied by HKCEC. If you require a security officers, armed guards and so on, please feel free to contact HKCEC below:

Hong Kong Convention and Exhibition Centre
1 Expo Drive, Wanchai, Hong Kong
Tel: +852 2582 7931
Fax: +852 2131 414
Email: sampsonchu@hkcec.com

Official Freight Forwarder

We have appointed **APT Showfreight Limited** as the Official Freight Forwarder and they would be pleased to offer their end-to-end services for delivery of your goods to the exhibition. Their services includes customs clearance, transportation, storage, on-site handling and re-export arrangements.

APT SHOWFREIGHT LIMITED
31/F, Morrison Plaza, 9 Morrison Hill Road, Wanchai, Hong Kong
Tel: 852 2877 0538
Fax: 852 2877 0505

Contact:
Ms Jenny Yau
Tel: +852 2877 0150
Fax: +852 2877 0505
Email: jenny.yau@aptshowfreight.com

A shipping manual with instructions, rates and tariffs is available for download on the exhibitors' page. You are more than welcome to get in touch with the Official Freight Forwarder to discuss your delivery needs.

Checklist

Please use the checklist below to help you to plan your work schedule and participation. Required forms must be completed, endorsed and returned by the deadline stated on the form.

Exhibitors who booked for stand after the deadline are required to submit ALL necessary forms immediately.

Order Form	Description	Deadline	Submit to	Tick
Form 1	**Fascia Name** (for exhibitors with stand package/shell scheme)	13 Feb 2015	**Uniplan Hong Kong Limited** (Official Stand Contractor)	
Form 2	**Outside Contractor**	13 Feb 2015		
Form 3	**Additional Facilities**	13 Feb 2015		
Form 4	**Banner**	13 Feb 2015		
Form 5	**Service Location Plan**	13 Feb 2015		
Form 6	**Contractor Performance Bond** (for exhibitors with bare/raw space)	13 Feb 2015		
Form 7	**Security**	2 Mar 2015	**HKCEC**	
Form 8	**Manpower & Support Staff**	9 Mar 2015	**Adecco Personnel Ltd**	
Form 9	**Material Handling Equipment**	2 Mar 2015	**APT Showfreight Limited** (Official Freight Forwarder)	
	Shipping and Freight Forwarding	23 Feb 2015 *(seafreight)* 2 Mar 2015 *(airfreight)*		
	Booth Design (for exhibitors with bare/raw space)	13 Feb 2015	**GSA Exhibitions** (Project Manager)	
	Official Show Guide Registration and Order Form	19 Jan 2015		
	Badge Registration	16 Mar 2015	**Online**	

Please kindly submit all necessary forms by the stipulated deadlines to avoid incurring any late installation/order charges.

To expedite the processing of your order, please enclose all necessary payments, samples, plans and relevant documents to the appropriate party. Services cannot be guaranteed for late submission of forms.

Rules and Regulations

1. GENERAL

1.1 The Exhibitor agrees to abide by all rules and regulations established or adopted by the Organiser in the best interests of the exhibition. Please take note that there are rules and regulations pertaining to electricity, use of stand and safety, stand construction and shell-scheme booths as detailed in the exhibitor manual, to be observed by the Exhibitor.

1.2 The Organiser reserve the right at any time to alter or remove exhibits or any part thereof, including printed materials, products, signs, lights, or sound, and to expel Exhibitors or their personnel, agents or representatives if, in the Organiser's opinion, their conduct or presentation is objectionable to other participants of the Exhibition.

1.3 The Exhibitor shall abide by the rules and regulations of the exhibition venue - Hong Kong Convention and Exhibition Centre - which are deemed to be integral parts of and incorporated into the Exhibitor Service Manual conditions. In the event of conflict between the provision of such rules and regulations and the Exhibitor Service Manual conditions, the Exhibitor Service Manual conditions shall prevail.

1.4 The Organiser reserve the right to interpret, alter and amend any of these conditions and to issue additional rules and regulations at any time they consider necessary for the orderly operation of the exhibition. All interpretations of these conditions and any additional rules and regulations by the Organiser shall be final.

2. ELIGIBILITY OF EXHIBITORS

2.1 An Exhibitor can be a company, institution or governmental organisation. The Organiser may require Exhibitors to produce a copy of their business registration certificate, certificate of incorporation or other registration document at any time.

2.2 The Organiser have absolute discretion in the admission of Exhibitors. Until an exhibition Application Form has been accepted and acknowledged in writing by the Organiser, no rights to exhibit are granted notwithstanding payment or acceptance of fees submitted with the application.

2.3 The exhibition space is licensed strictly to the Exhibitor for trade and/or promotion purpose only for the duration of the Exhibition. The Exhibitor is required to use the exhibition space allocated in a manner satisfactory to the Organiser.

3. LICENSING AND ALLOCATION OF EXHIBITION SPACE

3.1 All reservations of exhibition space shall be made on the prescribed exhibition application form and shall be submitted to the Organiser with the required payment. Reservation shall be subject to the acceptance by the Organiser who reserve the sole right to accept or refuse any submission without having to provide any reasons thereof.

3.2 Exhibitors may indicate their preferences of stand location to the Organiser. However, the Organiser shall have the exclusive right to allocate space in accordance with the nature of exhibits or in any manner they deem fit and proper. The Organiser reserve the right to alter or change the space assigned to the Exhibitor at any time prior to the construction of the Exhibitor's stand; and to undertake other structural alterations as they deem fit and proper. Such changes shall be at the discretion of the Organiser and the Exhibitor shall have no claim for compensation as a result of such changes. Written notification of any changes will be sent to the exhibitor prior to the exhibition.

4. EXHIBITION FEES

Payment shall be made according to the schedule as stated in the Application Form and invoice issued by the Organiser. Failure to pay the fees by the due date may render the space reservation liable to forfeit.

5. ADMISSION

The Organiser shall have sole control over all admission policies at all times. Any person visiting the exhibits or attending any function of the Meeting will be required to register and wear an appropriate badge while in attendance. The Organiser reserves the right to refuse admission or remove any person without giving a reason. This also applies to build-up and dismantling periods.

6. OFFICIAL CONTRACTORS

The Organiser has appointed Official Contractors for various services to ensure a more efficient and regulated build-up and dismantling. Please refer to **CONTACT LIST** for details. The services of the Official Contractors are for the convenience of Exhibitors, and the Organiser will accept no liability in respect of any contract between Exhibitors and such contractors for negligence or default of any such persons, their servants and agents.

7. SUBLETTING OF EXHIBIT SPACE AND PROHIBITED USES

Exhibitors are prohibited from assigning or subletting a booth or any part of the space allotted to them. Exhibitors cannot exhibit or permit any merchandise or advertising materials to be exhibited in their space that are not a part of their own regular products.

8. EXHIBIT / EQUIPMENT ACCESS

8.1 Cargo consigned to the exhibition site should NOT arrive at the exhibition area earlier than 16 March 2015 (the first day of the set-up period). Exhibitors, their agents or contractors are responsible for the early installation of their heavy or large exhibits according to the Site Operations Schedule. When stand structures are erected, it may not be possible to move-in / install heavy and large exhibits that arrive late.

8.2 The arrangement and payment for transporting goods to the venue, receiving goods as they arrive, and decorating exhibits, is entirely the responsibility of the Exhibitor. The Organiser take no responsibility for any damages incurred to exhibits during transportation and set-up.

8.3 Exhibits should not be sent to the Exhibition venue until the allocated booth is ready. Exhibitors should arrange a representative to be at the booth to receive goods as they arrive. The Organiser will not accept or sign for any goods, exhibits or other materials on behalf of Exhibitors.

9. STORAGE OF EXHIBITS

Under no circumstances will the Organiser be responsible for receiving or storing any exhibit or booth material. Space is extremely limited at the HKCEC and the Exhibitors need to make direct arrangements with their own agents for the storage, transportation, set-up and removal of exhibits, packaging and promotional material.

The Official Freight Forwarder can offer the above service at the Exhibitor's own cost.

10. ELECTRICAL

Only the Exhibition Stand Contractor is allowed to carry out electrical installation work connecting to the main source at the exhibition. All electricity supplied to the stand will be switched off from source 30 minutes after the exhibition closes daily. 24 hours electricity supply is available by prior arrangement with the Official Stand Fitting Contractor at least a month before the event. **Such supplies cannot be arranged at short notice**. The Organiser reserves the right to disconnect the electrical supply to any installation, which in the opinion of the electrician, is dangerous or likely to cause annoyance to visitors or other Exhibitors.

The 13amp / 15amp electrical power outlets **are strictly for single exhibit/machinery usage only**. The **use of multiple socket outlets is strictly prohibited to avoid** any overloading as this may lead to a trip in the incoming power supply and cause inconvenience to other Exhibitors. Power outlets are not to be used for lighting purposes. All lighting connections (including lights brought in by exhibitors) will be charged accordingly to the number of tubes or bulbs lighted on the stand. Exhibitors are encouraged to use bulbs of higher voltage (maximum 100 watt) wherever possible.

11. STAND BOUNDARIES AND DESIGN RESTRICTION

Exhibitors may not place any display materials or exhibits, nor extend their stand structures and fittings, beyond their contracted boundary. The exhibit will be charged for any infringement of this rule, and the Organiser reserves the right to remove the infringement.

12. EXHIBITION BOOTH DISPLAY ACTIVITIES

No exhibitor may operate in a way that violates the rights of another exhibitor. Exhibits must not project beyond the space allotted, and may not obstruct the view or interfere with the traffic of other exhibits. All exhibits are to be conducted in a dignified manner. No soliciting of attendees in the aisle or high-pressure sales pitches of any kind is permitted. Demonstrations and the distribution of literature and samples should take place inside the stand. Any demonstrations at the booth that emit sound must be stopped immediately if deemed disruptive to other exhibitors in the exhibition hall. Booth areas are to be kept clean and in good order. No part of any exhibit, or signs relating thereto, shall be posted, nailed or otherwise attached to columns, walls, floors or other parts of the hall in any way. Damage arising from failure to observe these rules shall be payable by the exhibitor.

13. PROMOTION(S) DURING THE SHOW

Exhibitors are not allowed to place stickers, signs or posters anywhere in the exhibition halls other than within their own stand and on paid advertising poster sits and billboards. Similarly, exhibitors' representatives are not permitted to distribute any publicity materials, souvenirs and the likes along gangways, near the entrance / exits and other public areas of the exhibition venue. Non-exhibitors are prohibited from displaying or promoting their activities anywhere in the exhibition and may be asked to leave, unless permission is granted from the Organiser.

14. DISMANTLING OF DISPLAYS

No packing of equipment or materials will be permitted until the exhibition ends officially at 17:00hrs on 19 March 2015. All exhibits, stand fittings and other materials brought into the halls for an exhibit including materials scrapped at the close of the exhibit floor, must be removed from the halls by the exhibitors in sufficient time by the end of the event.

The removal and disposal of stand fittings or materials are not covered by the rental. Exhibitors should make direct arrangements with their own agents or the Official Freight Forwarder for the transportation and removal of exhibits at the Exhibitor's own cost.

Any exhibits or stand material left behind at the exhibition venue which are not disposed of by the Exhibitor, will be disposed of by the Organiser at the expense of the Exhibitor concerned.

All Exhibitors, their staff and contractors are strictly required to wear official name badges at all times during move-in and move-out. Non-badge holders will not be admitted under any circumstances.

During move-out, at least one of the Exhibitor's personnel must be present on or in the vicinity of the stand.

15. BOOTH CLEANING

During the build-up and dismantling periods, exhibitors and/or appointed contractors are responsible for the removal of stand construction debris and rubbish. All aisles must be left clear. During the exhibition days, the Organiser will provide general cleaning of the stand carpets and gangways daily. It is the exhibitors' responsibility to maintain the cleanliness of their stand at all times.

All debris and carpets must be cleared by the Exhibitors and/or their contractor by 23:00hrs on 19 March 2015. Failure to do so may result in the contractor and/or Exhibitors being liable for service fees incurred. Exhibitors who are likely to have substantial quantities of waste materials for set-up and removal, either during or at the end of each day, must inform the Organiser in advance so that necessary arrangements may be made, for which a charge may be raised.

16. FOOD & BEVERAGES

According to the rules and regulations of the Hong Kong Convention and Exhibition Centre (HKCEC), HKCEC has the exclusive right to sell or distribute in the Centre all food and beverages, confectionery or any other consumable refreshments. No person shall distribute or give away any item of food or drink not supplied by the HKCEC unless expressly appointed for the purpose in writing by the HKCEC in advance as its lessee, franchisee or concessionaire on such conditions as the HKCEC may see fit except in the case of the distribution of gifts, and then only to the extent that the amounts distributed or given away shall not be likely, in the HKCEC's opinion, to have significant effect on its sale of food or drink. Where in the opinion of the HKCEC such distribution of gifts shall have a significant effect on its sale of food or drink, the HKCEC at its own discretion may nevertheless permit the distribution of gifts on the term that the HKCEC will be entitled to charge the Exhibitor such sums as shall be determined by the HKCEC as constituting the loss of profit occasioned to it in consequence of the distribution of the gifts by the Exhibitor.

In addition, the Food and Environmental Hygiene Department, Government of the Hong Kong Special Administrative Region have set forth very strict rules and regulations relating to sale of food in Hong Kong. Any food, whether imported or locally produced, intended for sale in Hong Kong shall comply with local rules, regulations and laws.

17. LIABILITY AND SECURITY

Each exhibitor must make provisions for safeguarding goods, materials, equipment and displays at all times. Please do not leave any valuables in your exhibit area unattended. Perimeter security service will be provided by the Organiser for the exhibit period, but neither the Organiser nor the Hong Kong Convention and Exhibition Centre will be responsible for loss of any material or for any cause. The exhibitor assumes the sole and exclusive responsibility for all liability, losses, claims, suits and demands whatsoever related to, or on account of, any injury or death, or damage to property (including the exhibit hall), however occurring, related to or arising from the acts of the exhibitor, his or her employees, agents licensees or contractors. The exhibitor agrees to indemnify the Organiser and the Hong Kong Convention and Exhibition Centre from and against any and all liability, losses, claims, suits and demands which may arise from or be asserted in connection with the foregoing undertakings, activities and responsibilities of the exhibitor.

18. FIRE REGULATIONS

All fabric and plastic exhibit table top material must be fire retardant. All materials that cannot be made flame retardant are prohibited. No open flames are permitted without a fire department permit or venue approval. The Organiser reserves the sole and exclusive right to alter the exhibition hall layout as it deems necessary to comply with local and building fire regulations.

Exhibitors, who because of the nature of their exhibits require a special type of fire extinguisher, must make arrangements at their own cost for the provision of such equipment.

Hong Kong Convention and Exhibition Centre is a Non-smoking premise. Smoking is strictly prohibited on the premises at all times.

19. INSURANCE

Exhibitors are advised to insure their exhibits, property or articles of any kind against all risk and have third-party insurance taken out to cover their representatives or agents on duty. The exhibitor shall indemnify and hold the Organiser non-liable in respect of all costs, claims demands and expenses which the Organiser may be in any way be subject to as a result of any loss or injury arising to any person (including members of the public, the Organiser's staff, agents or contractors), or property howsoever caused as a result of any act or default of the exhibitor, his servants, agents or contractors or Invitees. If the Organiser demands, the exhibitor shall provide proof to the Organiser that the exhibitor has adequate insurance cover.

The Exhibitor will be liable for any damage caused to floors, carpeting, walls, columns, standard booth equipment, or to another Exhibitor's property. No signs or other articles are to be fastened to the Exhibition Venue walls, fixtures, or electrical equipment.

20. MISCELLANEOUS

20.1 USE OF MUSIC

Any musical performance, including the use of recorded music for a demonstration or as background music, requires permission from either The Composers and Authors Society of Hong Kong or the Phonographic Performance (South East Asia) Ltd.

20.2 COPYRIGHT ISSUES PERTAINING TO EXHIBITS

The Exhibitor should warrant that all exhibits and publicity materials or any other part of the display on the stand do not in any way whatsoever violate or infringe any third party's rights including all intellectual property rights i.e. trademarks, copyright, designs, names, and patents whether registered or otherwise.

20.3 FILMING AND BROADCASTING

No Exhibitor should engage in or permit filming, sound recording or video recording, telecasting and broadcasting at the exhibition venue unless approved in advance and in writing by the Organiser.

The Organiser shall not be responsible for any error or omission relating to the Exhibitor, its equipment, products or services in the listings in any publicity materials and publications.

20.4 INTELLECTUAL PROPERTY RIGHTS

The Organiser have the right to request Exhibitors to remove exhibits, which are alleged to be violating intellectual property rights. Any possible legal consequence as a result will have to be borne by the Exhibitors concerned.

20.5 AUDIO-VISUAL EQUIPMENT

When using audio-visual equipment at the exhibition booth, please be aware that visitors and adjacent exhibitors should not be inconvenienced in any way. This can be achieved by:

- Never face a monitor directly onto the gangway.
- Using and positioning speakers in a sensible way so that noise levels will be kept to a reasonable volume.

Any demonstrations at your stand that emit sound must be stopped immediately if deemed disruptive to other exhibitors in the exhibition hall.

21. RULES AND REGULATIONS OF HONG KONG CONVENTION AND EXHIBITION CENTRE

The Exhibitor should observe and comply with all applicable rules and regulations of the Hong Kong Convention and Exhibition Centre.

22. EXCLUSION OF LIABILITY

All opinions expressed and technologies presented in the Exhibition are those of the original authors and Exhibitors. They do not necessarily represent the official opinions of the Organiser.

The Organiser shall not be responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made during or as a result of the exhibition.

23. COMPLIANCE WITH LOCAL LEGISLATION

Any Exhibitor who takes part in the exhibition must comply with the relevant rules, regulations and the laws of Hong Kong; and shall be solely responsible for observing and complying with the same for obtaining all consents, approvals, authorities, licenses and the like as may be requisite to its participation in the exhibition.

24. GOVERNING LAW

These Conditions shall be governed by and constructed in all respects in accordance with the laws of Hong Kong and the Exhibitor irrevocably submits to the non-exclusive jurisdiction of the Hong Kong Judiciary.

Emergency and Evacuation Procedures

FIRE EMERGENCY

If you detect fire or smoke

1. Activate the nearest fire alarm if possible and safe to do so.
2. Leave the area of a fire immediately by the nearest exit (emergency exits marked in green); do not use lifts.
3. Close doors behind you.
4. Leave the HKCEC, if necessary, by the nearest exit (emergency exits marked in green); do not use lifts.

In case of fire/emergency alarm

If you hear a fire alarm

1. Remain calm and alert, prepare to leave the HKCEC.
2. Resume to normal activities once fire alarm is stopped.

If you hear an evacuation announcement or instruction immediately following the alarm

1. Leave the HKCEC via the nearest exit (emergency exits marked in green); do not use lifts.
2. If you encounter smoke or obstruction in the stairway, use alternate exits where available.
3. Do not attempt to remove vehicles from parking garage or loading docks.
4. Follow announcements over the public address system or instructions by HKCEC staff and/or fire/police officials.
5. Once outside the HKCEC, stay clear of the HKCEC and Convention Plaza complex. Do not return until conditions are declared safe to do so by HKCEC management or fire/police officials.

MEDICAL EMERGENCY

In case of medical emergency

1. Dial emergency number for Security Control Room "33" from the closest house phone or call +852 2582 7162 (24 hours).
2. Give exact location.
3. Give detailed information when possible of the situation concerning injuries and the cause of any injuries.
4. Remain in contact with HKCEC staff until emergency personnel have arrived.

Appendices

a) Standard Terms and Conditions of Exhibition Floor Space Rental and Booth Equipment

b) CARTES SECURE CONNEXIONS ASIA 2015 Form 1 – Fascia Name

c) CARTES SECURE CONNEXIONS ASIA 2015 Form 2 – External Contractors

d) CARTES SECURE CONNEXIONS ASIA 2015 Form 3 – Additional Facilities

e) CARTES SECURE CONNEXIONS ASIA 2015 Form 4 – Banner

f) CARTES SECURE CONNEXIONS ASIA 2015 Form 5 – Service Location Plan

g) CARTES SECURE CONNEXIONS ASIA 2015 Form 6 – Contractor Performance Bond

h) CARTES SECURE CONNEXIONS ASIA 2015 Form 7 – Security

i) CARTES SECURE CONNEXIONS ASIA 2015 Form 8 – Manpower

j) CARTES SECURE CONNEXIONS ASIA 2015 Form 9 – Material Handling Equipment

k) Freight Forwarding and Shipping Manual

l) Official Show Guide Registration and Order Form